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HEALTH, SAFETY & ENVIRONMENT

GENERAL

1. Quality: All staff are responsible for the quality of their own work and for the operation of the relevant parts of the College's Quality System. This will involve operating the appropriate procedures applicable to the job to ensure that students, customers and clients have their needs and expectations identified and fulfilled.
2. Staff Development: It is expected that all members of staff will participate in identifying their own professional development needs and in appropriate professional development activities to meet the demands of the needs of the College.
3. Health and Safety: All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate with the College on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to the College and appropriate faculty Health and Safety Policies in respect to their specific duties and responsibilities.
4. Equal Opportunities: Amersham & Wycombe College has an Equal Opportunities Policy and expects all staff to support this policy by behaving in an appropriate manner in the execution of their duties.

The overall responsibility of risk is the responsibility of senior management. However, it is also a requirement of all members of staff to adopt best practices in the identification, evaluation and cost effective control of risks to ensure, as far as possible, that they are eliminated to reduce to a level that is acceptable to the organization. Any queries about risk management should, in the first instance be addressed to your line manager or a member of the Risk Management Group.

OVERALL OBJECTIVE OF THE POST

Understand health, safety and environment problems / opportunities and clearly communicate solutions to a broad stakeholder base, convince people to change their methods and beliefs through educating them, and then continue motivating individuals to continue their changed behavior. Achieve a level of health, safety and environmental management that leads the education sector. Work with College staff & others to protect the health and safety of staff, students, visitors and customers by ensuring that risks in the workplace are properly controlled, and that impacts on the environment are minimized.

KEY TASKS OF THE POST

1. H,S&E Policies and Procedures

- promote good health, safety and environmental practices throughout all College activities.
- review the College Health, Safety and Environment Policy Statements on an annual basis.
- ensure that Local Policy Statements/Fire Plans and Fire Risk Assessments are produced and quality assured.
- devise, develop and monitor effective Risk Assessment management strategies and make recommendations on the implementation of these strategies
- review and develop health and safety policies, procedures and guidance, in keeping with best practice and make recommendations on their implementation and application.
- consult with senior managers and other line managers and give appropriate advice on formulating best-practice policies and procedures.
- provide independent professional advice and technical information where appropriate to senior managers and all line managers to enable the College to discharge its statutory, common and moral obligations, keeping staff and Managers abreast of changes in HS&E Legislation and Codes of Practice.
- Provide, or where necessary source, training for staff in relation to Health and Safety policies, practice and procedures.
- Liaise with the LSC Health and Safety department to ensure college policies, practices and procedures meet their requirements.

2. Monitoring Performance

- propose, implement and monitor measures necessary to comply with H,S&E Legislation and Codes of Practice
- carry out or arrange workplace safety audits and ensure that any remedial recommendations are implemented.
- ensure that statutory requirements are being upheld throughout the organization e.g. COSHH, RIDDOR, Display Screen Equipment, Risk Assessments etc.

3. Health and Safety

- maintain accident statistics, analyze trends and propose and take remedial action where necessary
- investigate or arrange for all accidents and near-misses be investigated, prepare report of findings, including recommendations to prevent recurrence and implement approved course of action. Where necessary prepare reports to the enforcing authority and LSE as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
- assist and support Faculties and Departments in the preparation of risk assessments. Monitor the availability and appropriateness of risk assessments and, where necessary, safe working practices.
- maintain a register of First Aiders and ensure the adequate provision of first-aid and welfare facilities. Ensure all First Aiders are appropriately trained, and (subject to qualification) provide training to members of staff to enable them to become First Aiders.
- liaise as necessary with other organizations and relevant authorities, and provide assistance and cooperation concerning audits and remedial actions.
- develop procedures to ensure that contractors, suppliers, consultants and other irregular visitors to the college comply with relevant legislation and College safety policies.
- meet and co-operate with visiting health, safety and environmental officers as required.
- Manage and maintain the college COSHH database, ensuring COSHH statements are available on all hazardous materials and that effective Risk Assessments are in place to manage the handling and use of such substances, all assessments to be reviewed annually.
- To undertake campus safety inspections in conjunction with appointed trade union representatives and members of the college H&S Committee.

- Ensure the implementation of the College Fire and Evacuation Procedure and monitor its effectiveness by undertaking fire evacuation drills on all sites at least twice per academic year.

4. Environmental Management

- be the catalyst for activity and commitment to environmental management
- ensure, at minimum, legal compliance and reduce risk of non-compliance
- identify opportunities for continuous environmental improvement and implement programmes to deliver these
- promote and coordinate the integration of environmental management and sustainability issues into policies, rules, products, services and operations
- assist the institution to perform more efficiently and therefore more competitively, which in turn promotes environmental and social improvements.
- represent the College with local and national health, safety and environment bodies.
- Manage and control the college's recycling and waste management procedures
- provide technical support to the Building Services Department on projects, and on building modifications that have environmental impacts and aspects.

5. Health and Safety Committee, Health and Safety Management Committee and College Environmental Group

- provide secretarial support and health and safety advice to the committee
- Provide secretarial support and be a catalyst for activity and commitment to reducing the College's impact on the environment, and promoting environmental best practice in energy use, waste reduction and sustainable development.

6. Casework

- prepare bi monthly H&S reports to the Liaison and Management Committees and an annual HS&E report to the Corporation.
- respond to requests for HS&E advice/guidance/information wherever appropriate.
- liaison between management and staff on all matters relating to health, safety and environment to ensure consistent application and understanding of policies and procedures.

7. College Transport

- Manage the operation of the college minibuses, including liaison with college departments and students to establish most cost effective use within environmental objectives.
 - Manage the team of college minibus drivers effectively to ensure driver availability to meet timetables
 - Set routes and timetables
 - Manage the maintenance and repair of college vehicles
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